

ATTACHMENT 3

Program Assessment Report Sample

Frederick County Citizens Services – FY 2013 GHS Program

DEADLINES: January 25, 2013 (1st six months) and August 9, 2013 (12 months – Final)

- I. Agency name and address:
Contact person and telephone number:
Project Director's Signature and Date:
Reporting Period – *(Please circle)*

July 1, 2012 - December 31, 2013 (six months)

July 1, 2012 - June 30, 2013 (entire fiscal year or 12 Months; Financial Report should accompany this report)

Please provide written responses to each of the following:

- II. Progress Report – **Include and update the original work effort description chart (in the same format) from your RFP.**

Within your work effort chart, describe the progress that your agency has made in maintaining existing services or implementing new programs. Highlight recent accomplishments and explain plans to improve services in the future. Please indicate any gaps or duplications in service and measures being taken to correct them. In addition, describe any changes in population served, basic services provided, program goals and objectives and/or methods of reaching objectives from those stated in your application. **If not you are not on track to meet your established outcome measures, describe your plans to do so.**

- III. Funding Sources Other Than County Government

Describe your efforts to seek sources of funding other than the County GHS fund. Identify any plans, status of implementation or completed initiatives. Indicate the funding resource(s) and amount(s) requested or received.